

## Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120062-6

DDS/OL/SD 13

PREPARE IN DUPLICATE

IDSS=4 XXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

REPORT	<input checked="" type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

## EXCESS ACQUISITION

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
	X	LOGISTICS	SECURITY	MEDICAL	

4. NO. OF COPIES PREPARED

2

MONTHLY

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc)

FORM

8. ADP PROCESSING

<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
X	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/SMB/IDSS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 5	\$3.15	X	2		\$6.30	X	12		\$75.60

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$75.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To provide statistical information covering value, savings, and actual payment for materiel obtained as nonreimbursable excess.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
	CHANGE		
	DISCONTINUE		

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS STAT

15. DATE OF INVENTORY

22 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

A/Chief, IDSS/SMB/BD/OL

18. EXTENSION

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